

Vendor Documentation Requirements

Purpose

To define the import documentation requirements from foreign vendors.

Who

Purchasing
Vendors
Trade Compliance

Procedure

Purchasing to provide vendor with a Purchase Order.

Vendor to create documents based off the Purchase Order.

Commercial Invoice must be created in accordance with US Customs regulations (19 CFR 141.86).

Language: Must be in English. If not purely in English, it must have full English translation by the vendor.

Incoterms: Incoterms must be printed on the invoice.

Purchase Order Number: The Zurn Elkay Purchase Order number(s), must be listed on the invoice at the Zurn part number level.

Buyer: Zurn Elkay entity who is purchasing the product.

Part Number: Zurn Elkay part number(s) listed as per Zurn Purchase Order (not vendor part number).

Detailed description of the merchandise: including name by which each item is known.

Country of Origin: Country of origin of the merchandise

Tariff Code: United States Harmonized Tariff code for import (provided on Purchase Order)

Description: Description of the goods by part number

Quantity: Quantity of each part number being shipped

Purchase price: purchase price of each item in the currency of the purchase.

Packing List: may be a separate document or combined with the invoice. Must state in adequate detail the following:

- Container Number, if multiple
- Pallet count, and on what container
- Number of cartons per pallet
- Zurn Elkay Part number as shown on Zurn Elkay Purchase Order

If any of the above is missing from the invoice and is prohibiting the entry of goods into the U.S., the Trade Compliance department will contact the buyer of the goods to obtain the missing information from the vendor.